NEW JERSEY ARMY AND AIR NATIONAL GUARD
JOINT FORCE HEADQUARTERS
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JOINT BULLETIN NO. 2   **3 August 2006**

USA STAFFING AUTOMATION INITIATIVE AND DEPLOYMENT (J1-HRO)

1. OVERVIEW: USA Staffing is a web based program that advertises Technician Vacancy announcements, and allows applicants to submit their interest in a vacancy online. It provides a single integrated software solution that provides the user with a fast and efficient way to staff Federal jobs. Support for the important federal staffing laws and guidelines are built into USA Staffing to help ensure that the staffing process is fully compliant with the appropriate guidelines. USA Staffing is very flexible and can be customized to accommodate any special requirements we may have.

2. Templates must be created for each vacancy. This process will initially be time consuming and require coordination between the selecting officials and the Human Resources Office (HRO) representative. Once the templates are established, the process will greatly increase productivity. There will be a set of "screen out" questions created. Each question will be answered Yes or No. These answers will determine if an applicant advances beyond this point. We will no longer have "Knowledge, Skills and Abilities", as we currently know them. The knowledge skills and abilities will be separate topics, with separate questions under each area. Each question will have a numerical value attached to it.

3. Applicants will log into USA Staffing and complete the questionnaire. The system rates the responses and assigns a total numerical value. A resume will still be required by each applicant to verify their responses and qualifications. The applicant would fax the resume and any other required documents to a computer database and identify the vacancy number on each page so as to match the documents against the appropriate vacancy.

4. Once the vacancy has closed, the system automatically rates the applicants and prepares a referral and selection certificate. HRO must still verify the accuracy of all of the applications against the applicant's responses to ensure that the applicant is basically qualified. In the event an applicant is not basically qualified (rates himself too high but by the resume does not possess the required skills,) or does not rate himself high enough, HRO has the ability to manually add or delete applicants to the register.

5. The register can be sent electronically, or it can be printed and sent by regular mail to the selecting official. If sent electronically, the selecting official would have access to the resume and any additional documents provided by the applicant, and can view them on line. HRO would still make the job notification.

6. The following identifies the new processes that will be effective with USA Staffing:

    a. REQUESTING A VACANCY:

A Standard Form 52 is still required to generate a vacancy announcement. All the information currently required would still be required when using USA Staffing. The SF 52 would go through the normal channels for signature and approval, to the Human Resource Office, J-1 for processing.

    b. COORDINATION:

Initially, while the J-1 is building the templates, J-1 Staffing will coordinate with the selecting official on specifics for that position and to assist us in building our templates. Once the templates are built, the coordination efforts will not be as extensive unless there are other requirements than that currently on record.

    c. POSTING OF VACANCY ANNOUNCEMENTS:

Vacancies prepared in USA Staffing will be posted on www.USAJOBS.gov . J-1 will provide information on the DMAVA web site with a link to USAJOBS. The user will see the same list of open vacancies as they currently view. Once the user clicks on the vacancy title, it will take them directly to USAJOBS. The applicant can follow the instructions in the vacancy to answer the questionnaire online. The questionnaire is not the only source document. A resume is still required and must be faxed to the number on the vacancy announcement. Any other required documents must also be faxed to the website.   J-1 will continue to produce hard copy vacancy announcements for a minimum of three months to assist with the transition. The hard copy vacancy announcements will be in the current format. Once J-1 switches to USA Staffing solely, we will no longer produce hard copy vacancies and all postings will be electronic. One vacancy printed from USA Staffing will take upwards of 4 pages per vacancy.

    d. VACANCY ANNOUNCEMENT NUMBERS

USA Staffing assigns a Vacancy Identification Number (VIN) to each vacancy. That will be the vacancy number that applicants should refer to when inquiring about a vacancy. The VIN will replace the current reference to the vacancy number on our current vacancies.   When faxing separate sheets of paper (i.e., resume, college transcripts, course completion certificates, etc), the VIN must be placed on the top right hand corner of each page to ensure all documents are matched with the appropriate vacancy.

    e. VACANCY SEARCH

In the applicant's job search, they can go to the NJDMAVA web site with a link to USAJOBS, or logon directly to USAJOBS. Once in USAJOBS, follow the directions to narrow the search. Answer the online questionnaire, and fax in any required documents with the VIN number in the top right hand corner of each page.

    f. APPLICATION PROCEDURES

All information is handled online. The fax number is identified in each vacancy announcement to allow the applicant to fax all supporting and required documents to the central database.

That information will be scanned into USA Staffing and coded with the VIN in order to match with the corresponding documents and the vacancy.   **All supporting documentation must be date-time stamped by midnight (1200 am) on the day the vacancy closes.

g. HARD COPY APPLICATIONS
J-1 will continue to accept hard copy applications for a period of three months, not to exceed 30 September 2006. As we learn more about the system and work out any issues, we will adjust as necessary. This is ample time to disseminate the new application procedure and assist applicants with the transition to a web based system. Applicants will still be required to go on line and answer the questionnaire for that vacancy. J-1 will provide access to a computer o do not have access to one, to allow them to access USA Staffing.
Applicants would also be able to use the J-1 fax machine to send their information in to the database.

h. APPLICATION REVIEW
USA Staffing has the capability to qualify vacancies. Once the vacancy closes, the system prepares a register with all qualified applicants, based on the answers provided on the questionnaire, and the supporting documents, and assigns a numerical rating for each application. The system will send J-1 staffing an e-mail letting us know that the vacancy has been closed and a register is waiting for review. Once we are notified, we will go in to the system and review <u>all</u> applicants against the open vacancy to verify basic qualifications. We have the ability to override the system rating and confirm and /or change the numeric score the system assigns.

i. SELECTION REGISTERS
The selection registers will be sent to the selecting official **only via electronic means. J-1 will not print out the registers and applications. Each selecting official will have a password to access the system, and will be able to view their vacancy and the qualified applicant's information on line, to include the questionnaire, and any other supporting documents. The selecting official will not be able to view this information until the vacancy has been closed and a notice is sent to them from J-1. J-1 will coordinate with each selecting official, with instructions on how to access the system to review the applicant's information.

j. MERIT PLACEMENT AND UNION CONTRACTS
The use of this system does not change or negate our Merit Placement Plan (TRP 335), or the union contract requirements.   There is no change in how the Selecting Official sets up and conducts interviews. In the event a review board is required IAW TPR 335, J-1 will conduct the board in the same manner as was previously established, with the applications being reviewed on line.

k. INTERVIEW
**Once the interview process is complete and the selection is made, the selecting official will prepare the SF52 and forward the SF52 hard copy only through the chain of command.   The selection register will come directly to the HRO via USA Staffing.

l. NOTIFICATIONS: USA Staffing can automatically send letters and e-mails to all applicants after the required templates are complete. J-1 will continue to make notification to all applicants and establish the start date for all selection actions (i.e. new hire, promotion, reassignment, etc.)

7. J-1 Staffing personnel will be available to answer questions and to provide guidance to all users of the system. Questions should be directed to CWO Michele Thomas @ (609) 562-0872 or the undersigned at (609) 562-0852.

OFFICIAL: GLENN K. RIETH
                                                   Major General, NJARNG
                                                   The Adjutant General

SHAWN KEYES
COL, GS, NJARNG
J1

DISTRIBUTION: A, A1, A2, B, C, D

Enclosure
NGB USA Staffing Automation Initiative and Deployment Memorandum